

19 January 1960

MEMORANDUM FOR SECRETARIES

SUBJECT: Correspondence addressed to the Bureau of the Budget

Arrangements have been made by the DD/S for the Comptroller to hand carry all correspondence addressed to the Bureau of the Budget to the International Division of the BOB, even though the correspondence is Eyes Only for Mr. Stans and to be delivered to him unopened. By handling in this manner, Agency correspondence is not logged in the office of the Director of the BOB, and therefore is not exposed to uncleared personnel.

It is suggested that if the DCI and/or DDCI indicate or request something be delivered to Mr. Stans "immediately", that you inform [] in order that he may notify the DD/S.

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cc: Exec. Officer
Assts. to Director